GOVERNMENT OF ANDHRA PRADESH

A B S T R A C T

Establishment – Single Unit – Section Assistants – Tentative Seniority list of Section Assistants working in the Departments of Secretariat under the control of Single Unit – communicated- No objections received – Seniority Confirmed - Orders – Issued

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GENERAL ADMINISTRATION (SU.II) DEPARTMENT

G.O.MS.No. 85 Dated: 20-08-2025

Read the following:-

1. G.O.Ms.No.897, General Administration (SU-III) Dept., dt. 27-12-2013.
2. G.O.Ms.No.72, General Administration (Ser.B) Dept., dt.09-06-2017.
3. G.O.Ms. No. 27, General Administration (Ser-B) Dept., dt. 12.03.2024
4. Memo. No.207116/2023-SU.II-4, GA(SU-II) Department, dt.12.08.2025

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ORDER:-

In the GO 1st read above, 83 posts of Typist-cum-Assistant were apportioned as 40 posts of Section Assistants Grade-I and remaining 43 posts continued as Typist-cum-Assistants. Consequent on bifurcation of the State of Andhra Pradesh as Telangana and Andhra Pradesh, the cadre strength of all posts was distributed among the States. Hence the cadre strength of Typist-Cum-Assistants in Andhra Pradesh became (47) posts. The apportionment of posts to the category of Section Assistants Grade-I and Typist-cum-Assistants is 22 posts and 25 posts respectively. In the reference 2nd read above, the Category of Section Assistants Grade-I was included in A.P. Secretariat Sub-Ordinate Service Rules at Category 8 (b).

2. In the G.O. 3rd read above, Government have issued orders changing the nomenclature of Typist-cum-Assistant and Section Assistants Grade-I in AP Secretariat Subordinate Service Rules, 1997 as Section Assistant and prescribing Computer Proficiency Test as Technical qualification for all direct recruitment and to add in the Annexure to the Rules, besides academic qualifications and to delete the Technical qualifications of Typewriting in Higher Grade and Lower grade in Telugu and English where they prescribed in the said Rules

3. In the reference 4th read above, the Tentative Seniority list of Section Assistants appointed during the period from 01.09.2016 to 31.03.2022 in the Departments of Secretariat under the control of Single Unit has been communicated to the Section Assistants and requested to submit their objections/representations if any, on the provisional Seniority list by 15.08.2025. If they fail to submit their objections/representations within the stipulated period, it will be constructed that they do not have objections/ representations to submit and further action will be taken based on the material available on record.

(P.T.O)

4. In response the Memo, 4th read above, no objections have been received in the matter. Hence the Tentative Seniority list of Section Assistants communicated in the Memo.4th read above, is here by confirmed. The final seniority list of Section Assistants appointed for the period from 01.09.2016 to 31.03.2022 in the Departments of Secretariat is annexed herewith and communicated to the individuals concerned, through concerned OP Departments wherever they are working.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SHAMSHER SINGH RAWAT
SPECIAL CHIEF SECRETARY TO GOVERNMENT (SER. & HRM)

To
The individuals concerned through (OP) Department (w.e.)
The General Administration (Estt-III/ Poll. A) Department
The Agri. & Corp. (OP) Department
The MA & UD (OP) Department
The WR(OP) Department
All Depts of Secretariat (For placing notice Board)
Copy to
SF/SC(2071116).

// FORWARDED::BY ORDER //

SECTION OFFICER.

(PTO)

ANNEXURE to G.O.Ms.No. , GA(SU-II) Department, Dt:20-08-2025.

FINAL SENIORITY LIST OF SECTION ASSISTANTS APPOINTED DURING THE PERIOD FROM 01.09.2016 TO 31.03.2022

Sl. No	Name of the individual Sri/Smt.	DoB	Date on which CPT test passed	Community	qualification	Date of appointment as TCA/ SAG-I (Nomenclature changes as SA) as per G.O.MS. No. 69, GA (Ser-B) Dept., dt. 24.07.2023	Date of declaration of probation as TCA/ SAG-I (Nomenclature changes as SA)	Method of Appointment	Seniority date assigned	Present status
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1	G. Wilson	14.08.1985	27.05.2025	SC(Group-III)	B.Sc.	23.09.2016	24.09.2018	CA	23.09.2016	SA
2	M. Harshith Kumar	07.05.1996	06.01.2025	BC-D	B.Sc	17.12.2020	16.12.2022	CA	17.12.2020	SA
3	Smt. G. Ratna Jyothi	01.06.1976	27.05.2025	OC	M.Sc	21.10.2021	20.10.2023	CA	21.10.2021	SA
4	U. Ram Babu	01.04.1986	06.01.2025	BC-A	MBA	29.12.2021	29.12.2023	CA	29.12.2021	SA
5	N Rajendra Prasad	31.05.1987	Not required	BC-A	BA	25.03.2022	02.07.2023	Promotee	25.03.2022	SA

SHAMSHER SINGH RAWAT
SPECIAL CHIEF SECRETARY TO GOVERNMENT (SER. & HRM)